United Nations ST/AI/2013/2*

Secretariat

30 August 2013

Administrative instruction

Rental subsidies and deductions

The Under-Secretary-General for Management, pursuant to section 4.2 of the Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of defining the terms and conditions of rental subsidies and deductions, as part of the post adjustment system under staff rules 3.7 and 3.18, hereby promulgates the following:

Section 1
General provisions

1.1 The purpose of the rental subsidy is to facilitate the settlement of new staff members and to encourage mobility within the common system by subsidizing the rental costs of eligible staff members.

1.2 Part I of the present instruction provides the eligibility requirements for rental subsidy. Part II defines the terms and conditions of the scheme applicable at all duty stations, unless otherwise specifically stated. Part III defines additional terms and conditions applicable at duty stations in Europe and North America listed in annex II to the information circular on rental subsidies and deductions issued by the Assistant Secretary-General for Human Resources Management (ST/IC/2013/25). Part IV defines additional terms and conditions applicable at duty stations outside Europe and North America. For the purposes of the present instruction, duty stations in Mexico shall be included among the duty stations outside Europe and North America. Part V defines the terms and conditions under which a rental subsidy may exceptionally be paid to internationally recruited General Service staff members.

Part I
Eligibility requirements for rental subsidy

Section 2
Eligibility

2.1 Subject to meeting its conditions, the present instruction shall apply to the following:

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(a) Staff members in the Professional category and above who are regarded as international recruits under staff rule 4.5;

(b) Staff members in the Field Service category who are regarded as international recruits under staff rule 4.5;

(c) Internationally recruited General Service staff members who meet the conditions specified in part V of this instruction.

2.2 Eligible staff members may receive rental subsidy when they meet the provisions of the present instruction and are authorized by the Organization to proceed on travel on appointment or assignment that involves relocation from beyond commuting distance, even when the travel is within the same country. The commuting distance at duty stations should be established by the local administrative or human resources offices by taking into account the local conditions at the duty station. In New York, the reasonable commuting distance shall be a 50-mile radius from the United Nations Headquarters premises.

2.3 Eligible staff members, while on assignment that does not involve a change of official duty station in accordance with staff rule 4.8, may continue to receive the post adjustment at their official duty station for the length of their assignment up to six months, or up to three months in the case of staff members assigned to a United Nations field mission, provided all applicable conditions are met. No rental subsidy shall be paid for rented accommodation at the duty station where the staff member is on assignment and in receipt of a daily subsistence allowance.

2.4 Staff members who are assigned to a new duty station, on an assignment that involves change of official duty station, with a lower post adjustment than at the previous official duty station where they had been serving and who, under staff rule 3.7 (c), continue to receive the post adjustment at the previous official duty station for a maximum period of six months, shall remain eligible to receive a rental subsidy for rented accommodation at the previous official duty station during that period. No rental subsidy shall be paid for rented accommodation at the new official duty station while a rental subsidy is paid for rented accommodation at the previous official duty station.

2.5 Staff members who are appointed at duty stations in Europe and North America shall be eligible to receive the rental subsidy in accordance with part III below, taking into account previous continuous residence at the duty station immediately preceding the appointment.

2.6 Staff members who are appointed at duty stations outside Europe and North America shall be eligible to receive the rental subsidy for the duration of their assignment in accordance with part IV below.

2.7 For duty stations in Europe and North America, when a change of official duty station or a new appointment involves a return to a place where a former staff member or a serving staff member previously resided, the payment of the rental subsidy shall begin anew only when the staff member has been absent from the previous duty station for six months or more and where the return to the previous duty station necessitated a change of residence.

2.8 Pursuant to section 2.7 above, for former staff members who were previously in receipt of the rental subsidy and subsequently re-employed after separating from the Organization for a period of less than six months, or for serving staff members

who where in receipt of the rental subsidy prior to taking up an assignment of less than six months that involved a change of official duty station, the payment of the rental subsidy shall be considered to have been suspended during the period of absence at the previous official duty station, and continued on return to the same official duty station.

Part II
Terms and conditions applicable at all duty stations

Section 3
Rent paid by the staff member

Definition

3.1 For the purposes of the present instruction, the expression "rent paid by the staff member" shall be the recurring amount indicated in the lease agreement which the staff member, as a tenant, agrees to pay for the right to live in the rented dwellings, minus all rebates and gratuities and charges towards, but not limited to, furniture, car parking and gym and/or club membership. No rental subsidy shall be paid to staff members who live in their own homes or do not pay rent for their dwellings.

Staff member's obligations

3.2 The staff member shall disclose to the Organization all rebates and gratuities granted to him or her by the landlord (e.g. one month's free rent, temporary reductions in rent, etc.). These reductions will be taken into account in determining the actual monthly rent paid by apportioning such rebates over the lease term of the rental.

3.3 Pursuant to sections 5.3 to 5.7 below, the staff member is required to retain, for a period of five years, in the original form, all documentation related to the rental subsidy, including but not limited to lease agreements. The staff member will also be required to submit such documentation upon request from the Organization within 30 calendar days from the date of the request. The documentation may be requested at any time for monitoring and compliance purposes.

Sublets

3.4 Dwellings rented through a subleasing arrangement shall give rise to an entitlement to a rental subsidy provided the sublet is legal and appropriate documentation is provided by the staff member. This normally requires the prior written consent of the landlord or the appropriate legal entity.

Subsidies from other sources/sharing of rent

3.5 If the staff member receives a rental subsidy from a source other than the Organization, or shares the rent of the dwelling with someone other than the spouse or dependent children, and the lease is in the name of the staff member, the rental subsidy scheme shall apply only to that portion of the rent paid by the staff member. If the lease is not in the name of the staff member, no rental subsidy shall be paid.

One-time payment of an agent's fee

3.6 In addition to the rental subsidy for rent paid by the staff member as defined under section 3.1, a subsidy may be paid to eligible staff members in respect of a one-time payment fee paid to a licensed/registered real estate agent/broker for services rendered in obtaining accommodation at the duty station. The amount of the subsidy for such a fee shall be calculated as provided in section 4.10 below, upon presentation of appropriate documentation by the staff member. A subsidy for the agent's fee shall be paid only once during the period of a staff member's assignment to a duty station.

Requirement of residents to live in the dwelling as a condition for payment of the subsidy

3.7 The staff member who is applying for rental subsidy must occupy the dwelling on a regular basis in order to receive a subsidy, and shall not be eligible to receive a subsidy if the dwelling is leased on a full-time or part-time basis to another person(s). If the staff member has declared in the rental subsidy application certain dependants as residing with him or her in the dwelling, these individuals must continue to reside in the dwelling for the major part of the duration of the lease, as a condition for the continued payment of the subsidy. The staff member shall immediately report if there is a change in residence by these individuals.

3.8 For rental subsidy purposes, a staff member's family shall be considered as comprising the spouse and recognized dependants actually residing with the staff member at the duty station on a regular basis for the major part of the duration of the lease. However, when a staff member's dependent children are absent from the duty station in connection with their studies, an additional bedroom for up to every two children studying away from the duty station will be added in determining the reasonable maximum rent level applicable to the staff member.

Section 4
General regime governing computation of a rental subsidy

Individual threshold

4.1 The individual threshold amount is calculated by applying to the staff member's income — consisting, for the purpose of the present instruction, of the net base salary, including special post allowance, if any, and post adjustment — the rental subsidy threshold percentage rates established for each duty station by the International Civil Service Commission (ICSC), at the single and dependency rates. ICSC establishes such rates on the basis of the ratio that the average gross rent bears to the average net income of staff members at each duty station.

4.2 An entitlement to a rental subsidy may arise only when the amount of rent paid by the staff member exceeds the individual threshold amount, as defined in section 4.1 above. Staff members are expected to bear the rental costs up to that amount without subsidy.

4.3 When a staff member is married to another staff member and both meet the conditions for the payment of a rental subsidy, the following provisions shall apply:

(a) If both spouses are eligible for the payment of a rental subsidy at different duty stations, the subsidy shall be payable to each on the basis of his or her respective income;

(b) If both spouses are eligible for the payment of a rental subsidy at the same duty station, only one subsidy shall be paid. It shall be computed on the basis of the higher of the two incomes;

(c) If only one of the spouses is eligible for the payment of a rental subsidy, only the income of the eligible staff member shall be used for computation purposes;

(d) If both spouses are eligible for the payment of a rental subsidy at the same duty station in Europe and North America, and they arrive at that duty station at different intervals, the total period of payment of the rental subsidy shall not exceed seven years counted from the first day following the end of the period during which the spouse who arrived first at the duty station was paid the daily subsistence allowance element of the assignment grant.

Rent in excess of the reasonable maximum rent level

4.4 No subsidy shall be paid for the amount of the rent paid by the staff member in excess of the reasonable maximum rent level, which shall be determined in accordance with section 4.9 below for all duty stations; with section 12.1 for duty stations in Europe and North America; and with sections 13.2 and 13.3 for duty stations outside Europe and North America.

Reimbursement rate

4.5 The rental subsidy shall be computed by applying the reimbursement rate, as defined by sections 12.2 and 12.3 for duty stations in Europe and North America and by section 13.5 for duty stations outside Europe and North America, to the amount by which the rent paid by the staff member or the applicable reasonable maximum rent level, whichever is lower, exceeds the individual threshold amount calculated in accordance with sections 4.1 to 4.3.

Maximum and minimum amounts of the rental subsidy

4.6 The amount of the rental subsidy shall not exceed 40 per cent of the rent paid by the staff member, or of the applicable reasonable maximum rent level, whichever is lower. However, ICSC may waive that ceiling, or establish a higher ceiling, for specific duty stations outside Europe and North America, as further provided in section 13.6.

4.7 For eligible internationally recruited General Service staff members, the amount of the rental subsidy shall also be subject to the maximum amounts specified in section 16.3.

4.8 No rental subsidy shall be paid if the computation made in accordance with the provisions of section 4 results in a monthly amount equal to or lower than US$ 10, or the equivalent amount in local currency.

4.9 An upward adjustment of 10 per cent shall be made in the applicable reasonable maximum rent level for staff at the D-1 and D-2 levels; an upward

adjustment of 20 per cent shall be made for staff at the level of Assistant Secretary-General and above.

Computation of the subsidy for an agent's fee

4.10 The subsidy for an agent's fee shall be computed as follows:

(a) When the amount of rent paid by the staff member does not exceed the amount of reasonable maximum rent level, the subsidy for an agent's fee shall be calculated by applying the reimbursement rate specified in section 4.5 to that part of the fee that exceeds the monthly individual threshold amount defined by sections 4.1 to 4.3;

(b) When the amount of rent paid by the staff member exceeds the amount of reasonable maximum rent level, the agent's fee shall be reduced in the proportion that the reasonable maximum rent level bears to the amount of rent paid by the staff member. The subsidy shall be calculated by applying the reimbursement rate specified in section 4.5 to that part of the reduced fee that exceeds the monthly individual threshold amount defined by sections 4.1 to 4.3.

Section 5
Application for a rental subsidy

5.1 Eligible staff members shall apply for a rental subsidy through the submission of an application. Computation of the amount of the subsidy shall be made for the period of the validity of the lease agreement and as long as there is no change in any of the factors mentioned below. The staff member shall re-apply each time the lease is renewed. The staff member shall also submit a revised application as soon as any of the following changes has occurred:

(a) Change in dwelling, which includes vacating the dwelling for which rental subsidy has been claimed;

(b) Change in the rent, as well as in rebates and gratuities, for the same dwelling;

(c) Changes in family size.

5.2 Applications for a rental subsidy or revised applications shall be submitted in accordance with the procedures set out in sections 5.3 through 5.7 below and the information circular on rental subsidies and deductions issued by the Assistant Secretary-General for Human Resources Management (ST/IC/2013/25).

Self-certification of rental subsidy requested by the staff member

5.3 Applications for rental subsidy require a self-certification by the staff member. Self-certification is an important step in the application process whereby the staff member assumes the responsibility for the completeness and accuracy of the data and acknowledges that he or she is aware of the requirements and of the obligations in relation to the application and the receipt of a subsidy. The self-certification mechanism recognizes that the primary responsibility for certification rests with the staff member and not the Organization. Specifically, through the self-certification mechanism, the staff member attests to:

(a) The correctness of the information he or she has provided in the application form;

(b) Understanding of the documentation requirements, as provided under section 3.3 above;

(c) Understanding of the obligation to retain the documentation for the specified period under section 3.3 and to submit it upon request for monitoring and compliance purposes;

(d) Understanding of the obligation to inform the Organization, through a revised rental subsidy application, of any of the changes specified in section 5.1 above;

(e) Understanding that the Organization may conduct a compliance review of the staff member's claim for rental subsidy;

(f) Understanding the consequences of submitting incomplete, unsubstantiated or false information as discussed in sections 5.6 and 5.7 below.

5.4 Applications for rental subsidy shall be submitted for processing and verification of the required information:

(a) At Headquarters, to the section in the Human Resources Service of the Office of Human Resources Management responsible for the staff member's department or office;

(b) At other duty stations, to the office responsible for administering the staff member's entitlements.

Monitoring and compliance

5.5 The offices delegated with the responsibility of processing rental subsidy claims, i.e. the Office of Human Resources Management in New York, the Field Personnel Division of the Department of Field Support for peacekeeping operations and special political missions, and local administrative or human resources offices, will be responsible for conducting periodic monitoring and compliance exercises of the claims of staff members for rental subsidy. This is done for the purpose of verifying the accuracy of the data and information provided by the staff member on his or her application for rental subsidy or deduction and ascertaining the proper use of the benefit according to the terms and conditions of the present instruction.

5.6 For the purposes of this monitoring and compliance exercise, the staff member may be requested to submit the required original documentation supporting the claim for rental subsidy or deduction. Staff members are obligated to provide the requested documentation within 30 calendar days following the time they are requested to do so. As part of the monitoring process, the Organization may review the requested documentation, contact the landlord and any other individuals and verify the information in the application in any other relevant way.

5.7 Pursuant to section 5.6, failure to present the required documentation upon request, failure to report changes (such as the provision of housing assistance, change in accommodation, including vacating the dwelling for which rental subsidy has been claimed, change in the rent, changes in family size) or any act of falsification of data, fabrication or counterfeiting of supporting documentation

presented in connection with the rental subsidy application may result in one or more of the following:

(a) Immediate termination of the rental subsidy;

(b) Recovery of prior subsidy payments;

(c) Any other administrative and/or disciplinary measures in accordance with staff rule 10.2, including dismissal for misconduct.

Section 6
Effective date of changes in factors used in computing a rental subsidy

6.1 When there is a change in any one of the factors used in computing a rental subsidy which are accounted for automatically, i.e., changes in the staff member's income, the threshold percentage, the reasonable maximum rent level or the reimbursement rate, the resulting change in the amount of the rental subsidy shall be effective as from the date of the change in the relevant factor.

6.2 When there is a change in factors other than those specified in section 6.1, the effective date of the resulting change in the amount of the subsidy shall be:

(a) The effective date of the new lease when there has been a change of dwelling;

(b) The effective date of the change in rent when there has been a change in rent for the same dwelling;

(c) The date from which a new child is recognized as the staff member's dependant when there has been an increase in the number of dependent children;

(d) The date from which there has been a decrease in the number of dependent children;

(e) The date of a staff member's marriage;

(f) The date from which a staff member's marriage has ended, he or she has legally separated or the spouse has ceased to reside with the staff member for the major part of the year.

Section 7
Payment of a subsidy

7.1 A subsidy shall be payable from the first day of the lease agreement or from the first day following the end of the period of payment of the daily subsistence allowance element of the assignment grant, whichever is later. Payment shall be made on a monthly basis over the duration of the lease, or until the staff member's entitlement ceases, whichever comes first.

7.2 When the subsidy is payable for part of a month, it shall be prorated in the proportion that the partial month bears to the full calendar month.

7.3 The subsidy shall normally be paid in United States dollars. Should the staff member request payment of salary and allowances in another currency in

accordance with the rules governing the currency of payment of salaries and allowances,[1] the payment of the subsidy shall be made at the United Nations operational rate of exchange prevailing on the date the payment is made. No adjustment shall be made to account for changes in exchange rates once the payment has been made.

Section 8
Rental deductions

8.1 Staff members who receive housing assistance, whether from the Organization or another entity, including a Government, either housing free of charge or housing at rents substantially lower than the average rent used in calculating the post adjustment index for the duty station, shall normally be subject to payroll deductions from their salaries.

8.2 The amount of the rental deduction shall be equal to 80 per cent of the difference between the rent paid by the staff member and the individual rental deduction threshold, which is an amount equal to 64 per cent of the individual threshold amount, as defined in sections 4.1 and 4.2 above. The amount of the rental deduction may be reduced in accordance with section 8.3.

8.3 If the housing provided by the Organization or another entity, including a Government, is clearly below standard in terms of the certification criteria set out in the annex to the present instruction, the amount of the rental deduction may be reduced to one half of the normal rental deduction. Upon the recommendation of the designated official at the duty station, and in very exceptional circumstances, the Chairman of ICSC may authorize a waiver of the calculated amount of reduction.

8.4 For rental deduction purposes, staff members shall be required to report and certify at the time of recruitment whether they receive housing assistance or free accommodation provided by the Organization or another entity, including a Government.

8.5 In accordance with staff rule 1.5, staff members have the obligation to inform the Organization of any change in the situation as reported at the time of recruitment if this would have an effect on their status or entitlements. Failure to report such a change in a timely manner will result in recovery of overpaid amounts and any other appropriate action, as provided for in section 5.7 above.

Section 9
Relationship with other elements of the system of salaries, allowances and other benefits

Rental subsidies and deductions have no effect on other elements of the system of salaries, allowances and grants. The rental subsidy is non-pensionable and is not taken into account in determining separation payments. A staff member's income for the purpose of determining insurance premiums and subsidies shall not be considered as affected by rental subsidies or rental deductions.

[1] ST/AI/2001/1, entitled "Currency and modalities of payment of salaries and allowances", or any subsequent instruction on this subject.

Part III
Additional terms and conditions for rental subsidy at duty stations in Europe and North America[2]

Section 10
Special eligibility requirements

10.1 A rental subsidy may be paid to eligible staff members at duty stations in Europe and North America that are listed in annex I to the information circular on rental subsidies and deductions (ST/IC/2013/25), provided they are in one of the following categories:

(a) Newcomers, i.e., newly appointed staff members and staff members transferred or reassigned from another duty station;

(b) Staff members affected by force majeure, i.e., staff members who are forced to change dwelling owing to circumstances beyond their control. The situations under which staff members may qualify for rental subsidy under force majeure shall be limited to the following:

(i) Demolition of the dwelling, extensive damage or lack of access to the dwelling owing to elements beyond the control of the staff member;

(ii) Forced eviction/repossession by the landlord through legal proceedings;

(iii) Conversion of the dwelling from rental to cooperative or condominium;

(c) Only one change in dwelling is allowed under force majeure for a staff member in the course of a continuous assignment at the same official duty station. The subsidy shall be discontinued in case of any subsequent change of dwelling.

10.2 A rental subsidy shall not be paid pursuant to section 10.1 (b) (ii) above where the forced eviction is the result of a breach of the staff member's obligations under the terms of his or her lease.

10.3 Staff members are required to submit appropriate documentation attesting to the circumstances listed in section 10.1 (b) (i)-(iii) above in order to determine eligibility for a rental subsidy under force majeure.

Section 11
Duration of a rental subsidy

11.1 A rental subsidy may be paid to eligible staff members at duty stations in Europe and North America for the following periods:

(a) For newcomers, seven years counted from the first day following the end of the period during which the staff member was paid the daily subsistence allowance element of the assignment grant received on arrival at the duty station. For staff members recruited at the duty station who did not receive an assignment grant on appointment, the seven-year period shall be counted from the date of the initial arrival at the duty station;

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[2] Duty stations in Mexico shall be included among the duty stations outside Europe and North America for the purposes of the present instruction.

(b) In cases of force majeure, five years counted from the first day of the new lease after the occurrence of the force majeure.

11.2 A staff member may not receive a rental subsidy in the course of a continuous assignment at the same duty station in Europe or North America for a total period of more than seven years.

11.3 When a staff member in receipt of the rental subsidy as a newcomer is affected by force majeure:

(a) During the first two years following arrival at the duty station, he or she shall continue to receive the rental subsidy for a total period of seven years, at the rates for newcomers set out in column A of the table in section 12.2 below;

(b) After two years or more following arrival at the duty station, he or she shall receive the subsidy at the rates set out in column B of the table in section 12.2 for staff members affected by force majeure, provided however that the entire period of payment of the subsidy, either as a newcomer or under force majeure, does not exceed seven years.

Section 12
Computation of a rental subsidy at duty stations in Europe and North America

Determination of a reasonable maximum rent level

12.1 The reasonable maximum rent level referred to in section 4.4 above shall be set by the Secretary-General for duty stations in Europe and North America, based on the family size of the staff member and a survey of rent levels in the local market. Levels of reasonable maximum rent for New York are set out in annex VII to the information circular on rental subsidies and deductions (ST/IC/2013/25). Local circulars are issued at other duty stations by the authorized official, setting out the reasonable maximum rent levels applicable at the duty station concerned.

Reimbursement rate

12.2 In accordance with section 4.4 above, the reimbursement rate determined on the basis of the following table shall be applied to that portion of the rent paid by the staff member that exceeds the individual threshold amount as defined in section 4.1, up to the reasonable maximum rent level determined by application of sections 4.9 and 12.1.

Year	*A* *Newcomers (percentage)*	*B* *Staff members affected by force majeure (percentage)*
1	80	80
2	80	80
3	80	60
4	80	40
5	60	20
6	40	–
7	20	–

12.3 When electricity charges are included in the rent, the following amounts, or equivalent in local currency, shall be deducted from the total monthly rent payable to determine the amount of rent to be used for purposes of determining the rental subsidy: studio or one-bedroom dwelling, $30; two-bedroom dwelling, $40; three-bedroom dwelling, $50; four-bedroom dwelling, $60; and dwelling with five or more bedrooms, $70.

Maximum amount of the rental subsidy

12.4 In accordance with section 4.5, the rental subsidy paid to a staff member shall not exceed 40 per cent of the rent paid by the staff member, or 40 per cent of the applicable reasonable maximum rent level determined in accordance with sections 4.6, 4.9 and 12.1, whichever is lower.

Part IV
Additional terms and conditions for rental subsidies at duty stations outside Europe and North America

Section 13
Computation of rental subsidy at duty stations outside Europe and North America

13.1 Except as provided in sections 14 and 15, the computation of rental subsidy at duty stations outside Europe and North America shall be governed by sections 13.2 to 13.6.

Determination of a reasonable maximum rent level

13.2 At duty stations outside Europe and North America, the reasonable rent level referred to in section 4.4 shall be established, based on the determination by the authorized official at the duty station as to whether, given the local market conditions, the rental payments are reasonable or substantially higher than rents for dwellings of similar quality and size. Such determination, to be certified by the authorized official, shall be made in accordance with the criteria set out in the annex to the present instruction.

13.3 When it is determined that the rental payments are substantially higher than rents for dwellings of similar quality and size at the duty station, the amount of the subsidy shall be calculated on the basis of the highest of the rents paid by staff members with similar family circumstances for dwellings certified as reasonable at the duty station.

13.4 In duty stations outside Europe and North America where the United Nations country team has established maximum reasonable rental levels, those levels should be used when determining the reasonableness of the rental payments in the rental subsidy application.

Reimbursement rate

13.5 The reimbursement rate for the computation of a rental subsidy at duty stations outside Europe and North America shall be 80 per cent of that portion of the rent

paid by the staff member that exceeds the individual threshold amount, provided the rent paid by the staff member does not exceed the reasonable maximum rent level determined in accordance with sections 13.2 and 13.4.

Maximum amount of a rental subsidy

13.6 In accordance with section 4.6 above, the amount of a rental subsidy shall not exceed 40 per cent of the rent paid by the staff member, or 40 per cent of the applicable reasonable maximum rent level, whichever is lower. However, the 40 per cent ceiling may be waived or raised by ICSC for specific duty stations outside Europe and North America when commercial rents are considerably higher than the rental component of the post adjustment index.

Section 14
Modified rental subsidy at certain duty stations

At certain duty stations, where the rental threshold is based on low government-provided housing costs, a modified rental subsidy formula shall apply whereby those staff members who are obliged to pay extremely high rents on the commercial market shall be reimbursed the sum of (a) 80 per cent of the difference between the average commercial rent and the applicable individual threshold and (b) either 90 or 95 per cent of the difference between the rent paid by the staff member and the average commercial rent.

Section 15
Combined rent

15.1 When eligible staff members are assigned to a duty station outside the capital city of the country of the duty station, their rental expenses at the duty station, if any, and the rental paid for the family's accommodation at another location in the country of the duty station may be considered as a single rent for the purposes of the rental subsidy, subject to the following conditions:

(a) The staff member is obliged to rent accommodation at both locations;

(b) In the opinion of the Secretary-General, the duty station where the staff member is assigned lacks schools and/or medical facilities appropriate to the needs of the staff member's family;

(c) The staff member's family has travelled at the expense of the Organization to the country of the duty station and settled in the capital city or another city in the country of the duty station with appropriate educational and/or medical facilities.

15.2 The combined rent mechanism under section 15.1 shall not apply in the following situations:

(a) When the staff member's family is left in the home country or in a third country;

(b) When the staff member's family is settled at locations in the country of the duty station other than the staff member's duty station for reasons not related to the education or health care of the family members;

(c) When the staff member is assigned to a non-family duty station. In such cases, a rental subsidy shall be paid only in respect of accommodation rented by the staff member at the duty station.

Part V
Additional terms and conditions applicable to internationally recruited General Service staff members

Section 16
Rental subsidy for internationally recruited General Service staff

16.1 Internationally recruited General Service staff serving at duty stations in Europe and the Americas shall be eligible for a rental subsidy when the following conditions are met:

(a) They do not receive a non-resident's allowance under the transitional measures established in staff rule 13.8 for staff in receipt of such an allowance on 31 August 1983;

(b) Their nationality, within the meaning of staff rule 4.3, is other than that of the country of the duty station, and they do not have permanent resident status in that country.

16.2 Except as provided in section 16.3, the terms and conditions for the payment of a rental subsidy to eligible internationally recruited General Service staff members shall be those set out in parts II and III of the present instruction for staff members in Europe and North America.

16.3 The amount of rental subsidy may not exceed $200 per month for staff members without a dependent spouse or child and $250 per month for staff members with such a dependant.

Section 17
Final provisions

17.1 The present administrative instruction shall enter into force on 15 August 2013.

17.2 Administrative instruction ST/AI/2000/16 and ST/AI/2004/4 are hereby abolished.

(*Signed*) Yukio **Takasu**
Under-Secretary-General for Management

Annex

Certification criteria for purposes of determining the reasonable maximum rent level at duty stations outside Europe and North America (sections 13.2 and 13.3 of the instruction)

For the purpose of certification, at each duty station dwellings are grouped in three categories, as follows:

A. Reasonable

If a dwelling occupied by a staff member is similar in quality and size by reference to those occupied by other staff members at the same duty station having similar family circumstances and if the rental follows a general pattern of rents for dwellings of similar quality and size, then the dwelling in question should be certified as "reasonable". It must be noted, however, that if a staff member has no alternative but to occupy a dwelling that is larger or better in quality in relation to those occupied by other staff members with similar family circumstances or if the rent is very high in comparison to other dwellings of similar size because of unavailability of other suitable accommodations, then the dwelling must still be certified as "reasonable".

B. Above average

If a staff member occupies a dwelling that is substantially larger or better in quality in relation to those occupied by other staff members with similar family circumstances, resulting in higher rental payments, then the dwelling should be certified as "above average". In this case, the highest rent paid by a staff member from among those with similar family circumstances and living in dwellings certified as "reasonable" must be used for the calculation of rental subsidies.

C. Substandard

Dwellings provided either free of charge or at a nominal cost which are of poor quality fall within this category. Dwellings of this type lack either the minimum acceptable standard of construction and/or one or more of the basic amenities. It should be noted that the category "substandard" applies also to dwellings in capital or other major cities.